



CITY OF SANTEE

MAYOR
John W. Minto

CITY COUNCIL
Ronn Hall
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Brian W. Jones
Rob McNelis

November 9, 2017
RFP 17/18-40011

TO: PROSPECTIVE BIDDERS

RE: WALKER PRESERVE RESTORATION AND MONITORING DESIGN BUILD PROJECT

ADDENDUM NO. 1

This is **Addendum No. 1** to the City of Santee Request for Bids for **WALKER PRESERVE RESTORATION AND MONITORING DESIGN BUILD PROJECT** per **RFP 17/18-40011** dated **November 1, 2017**. This Addendum forms an essential part of the Contract Documents by revising the specifications with the following additional information (questions and answers), changes, additions and/or deletions.

QUESTIONS

1. Should cost proposals be in a separate sealed envelope? Including the grant Cost Templates 5.1 and 5.2 show on Page 4 of the RFP?

Response: Cost proposals are not required to be in a separate sealed envelope; they should be included in the proposal. In addition, the grant cost templates 5.1 and 5.2 should be completed separately and included in the proposal.

2. When is the "mandatory pre-proposal meeting" mentioned on Page 8, section 6.5?

Response: There is no mandatory pre-proposal meeting. Please disregard the language in the strike-out paragraph below:

6.5 Proposed Method to Accomplish the Work

Describe the firm's technical and management approach to complete the project. Provide a preliminary project schedule reflecting major activities, task-related milestones, and an outline of deliverables and anticipated project completion. Describe any variations from the Scope of Services that will enhance the outcome.

Describe the firm's plan for ensuring appropriate communication and responsiveness to the City's needs, including the firm's plans for written and/or verbal updates/meetings (i.e. daily, weekly, or bi-weekly review meetings as needed); and the firm's representative for purposes of being the City's single point of contact on a day-to-day basis (i.e. project manager).

~~Outline any anticipated data, information or materials needed from the City to complete the project, which was not obtained or provided during the mandatory pre-proposal meeting.~~

3. Does this sentence from Page 10, Section 8, Item 1: "Emphasis will be placed on a firm's experience in implementing commercial lighting upgrades, designing occupancy sensor layouts and achieving energy efficiencies" apply to the Walker Preserve RFP?

Response: No, the language cited above does not apply to this RFP. Please disregard the language in strike-out paragraph below:

8. EVALUATION CRITERIA AND SELECTION PROCESS

Proposals will be evaluated based on the information submitted in the proposals. Cost, while a consideration, will not be the sole factor for award of contract. Proposals will be evaluated based on the firm's professional qualifications, experience, and implementation plan and cost as follows:

1. Project Experience, Technical Expertise and References (40%)

The overall qualifications and technical expertise of the firm, as well as experience and professional qualifications of the key members of the project team. Experience with and successful completion of similar projects. Feedback from clients of other successfully completed projects of a similar nature. ~~Emphasis will be placed on a firm's experience in implementing commercial lighting upgrades, designing occupancy sensor layouts and achieving energy efficiencies.~~

Signed,



Terry Rodgers
Management Assistant
Community Services Department

Cc: Contract File